

United States Court of Appeals

Eleventh Circuit

56 Forsyth Street, NW
Atlanta, Georgia 30303

Thomas K. Kahn
Clerk

www.ca11.uscourts.gov

August 1, 2006

MEMORANDUM

Enclosed is a copy of proposed amendments to Addendum Four to the Eleventh Circuit Rules, the Eleventh Circuit Plan Under the Criminal Justice Act. Changes are shown in bold and double-underlined, while recommended deletions are shown with strike marks through them.

If you wish to offer comments concerning the proposed amendments please direct them to me at the above address in the form of a letter by August 31, 2006. Thank you for your interest.

Thomas K. Kahn
Clerk

**TABLE OF PROPOSED REVISIONS TO
ADDENDUM FOUR TO THE ELEVENTH CIRCUIT RULES,
ELEVENTH CIRCUIT PLAN UNDER THE CRIMINAL JUSTICE ACT**

Page	Line(s)	Section	Comments
1	10-12	Introduction	Add reference to internet availability of Vol. 7 of the <u>Guide to Judiciaries Policies and Procedures</u> (the <u>Guide</u>) of the Administrative Office of the U.S. Courts (AO). The link – not yet on court’s web site – would be to the web site of the AO’s Office of Defender Services Training Branch, which provides internet-based support to CJA attorneys.
4	39-42	(f)(5)	Clarify that court-appointed counsel must resume representation of client if the client’s pro se petition for a writ of certiorari is granted and the Supreme Court remands the matter to the court of appeals for further consideration.
6	15-17	(g)(8)	Consistent with guidance from the AO’s Office of Defender Services, clarify that the time and expenses of a response to a petition for a writ of certiorari, or a reply to a response to a petition for a writ of certiorari, should also be claimed on the appellate voucher. Also, delete phrase “of an appointed attorney or representative” as unnecessary.
7	1-6	(a)(2)	Conforming language for consistency with changes to (g)(8) noted above.
7	27-36	(b)(1)(i)	Update section to reflect current procedures with respect to air transportation.
8	3-4	(b)(1)(iii)	Update section to reflect current procedures with respect to local transportation, and delete reference to certification of airport shuttle unavailability.

Page	Line(s)	Section	Comments
8 9	23-42 1-13	(b)(4)	Update section to conform to amendments to §§ 2.27(B) and 3.15 of Vol. 7 of the <u>Guide</u> that eliminate the requirement that a CJA lawyer claiming the expense of computer assisted legal research must submit a statement of the issues researched and an estimate of attorney hours that would have been required to do the research manually. (Revised §§ 2.27B and 3.15 of Vol. 7 of the <u>Guide</u> are shown on the next page.)

Guide to Judiciary Policies and Procedures

Volume 7, Appointment of Counsel in Criminal Cases

Part A: Guidelines for the Administration of the Criminal Justice Act.

* * * *

2.27 Reimbursable Out-of-Pocket Expenses. Out-of-pocket expenses reasonably incurred may be claimed on the voucher, and must be itemized and reasonably documented. Expenses for investigations or other services under subsection (e) of the Act shall not be considered out-of-pocket expenses.

* * * *

B. Computer-Assisted Legal Research. The cost of use, by appointed counsel, of computer-assisted legal research services, may be allowed as a reimbursable out-of-pocket expense, provided that the amount claimed is reasonable. Whenever appointed counsel incurs charges for computer-assisted legal research, counsel should attach to the compensation voucher a copy of the bill and receipt for the use of the legal research services or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research). If the amount claimed is in excess of \$500 or if it includes costs for downloading or printing, counsel should include a brief statement of justification.

* * * *

3.15 Commercial Computer-Assisted Legal Research Services. The court may authorize counsel to obtain computer-assisted legal research services, where the research is performed by employees of a commercial legal research firm or organization rather than by appointed counsel, provided that the total amount charged for computer-assisted legal research services is reasonable. Requests by counsel for authority to obtain such computer-assisted legal research services should include the following:

- A. a brief explanation of the need for the research services; and
- B. an estimate of the charges.

Claims for compensation for such services should be submitted on CJA Form 21, "Authorization and Voucher for Expert and Other Services", or, in a death penalty proceeding, CJA Form 31, "Death Penalty Proceeding: Ex Parte Request for Authorization and Voucher for Expert and Other Services". (See paragraph 2.27B concerning reimbursement for the cost of direct use, by appointed counsel, of computer-assisted legal research services.)

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ADDENDUM FOUR

**ELEVENTH CIRCUIT PLAN UNDER THE
CRIMINAL JUSTICE ACT**

The U.S. Court of Appeals for the Eleventh Circuit, with the approval of the judicial council, adopts this plan for furnishing representation for persons financially unable to obtain adequate representation in the cases and situations described in 18 U.S.C. § 3006A(a), as amended. This plan supplements the CJA plans of the several districts of the circuit concerning provisions for representation on appeal and the guidelines set forth in Volume ~~VII~~7 of the Guide to Judiciary Policies and Procedures. These guidelines are available on the internet via a link on the court of appeals web site at www.ca11.uscourts.gov, and for inspection in the office of the clerk of each court within the circuit, in the Circuit Library, and in the satellite libraries maintained throughout the circuit.

(a) Philosophy of the Act.

Hourly rates of compensation fixed by the amended Act are designated and intended to be maximum rates and should be so treated. The rates were not intended to change the basic and underlying philosophy of the Act that the bar of the nation owes a responsibility to represent persons financially unable to retain counsel. The compensation provided under the Act is not intended to equate with private counsel fees.

(b) Relation to District Court Plans.

The provisions of the plans of the various district courts within the Eleventh Circuit shall also be applicable on appeals from such courts except insofar as they may be inconsistent with some provision of this plan, in which case this plan shall prevail.

(c) Determination of Need.

In determining need for appointment of counsel under the Act, the court shall not be governed by a requirement of indigency on the part of the party but rather within the spirit and purpose of the Act by financial inability to employ counsel and by congressional intent in formulating this program.

(d) Appointment of Counsel.

(1) Pursuant to subsection (b) of the Act, counsel furnishing representation under this plan shall be selected from the panels of attorneys designated or approved by the district courts of the Eleventh Circuit, which are hereby approved by this court, or from a bar association, legal aid agency, or federal public defender organization or community defender organization approved by a district court plan and authorized to furnish representation under the Act. In addition, when the

1 interests of justice require, any judge of this court may appoint competent counsel not otherwise
2 included in the preceding categories. In accordance, however, with subsection (a)(3) of the Act and
3 with the directives of the Judicial Conference of the United States, at least 25% of all such
4 appointments shall be assigned to members of the private bar. The clerk of this court shall ensure
5 that the proration guideline is satisfied. All qualified attorneys shall be encouraged to participate in
6 the furnishing of representation under the Act without regard to race, color, religion, sex, age,
7 national origin, or disabling condition.

8

9 (2) If a party was represented in the district court by counsel appointed under the Act, such
10 counsel shall be mindful of the obligation and responsibility to continue representation on appeal
11 until either successor counsel is appointed under the Act or counsel is relieved by order of this court.
12 See § (e)(1) below. Retained counsel for a criminal defendant has an obligation to continue to
13 represent that defendant until successor counsel either enters an appearance or is appointed under
14 the Act, and may not abandon or cease representation of a defendant except upon order of this court.
15 Unless approved in advance by this court, the district court is not authorized to appoint counsel on
16 appeal to represent a defendant who was represented in the district court by retained counsel without
17 first conducting an *in camera* review of the financial circumstances of the defendant and of the fee
18 arrangements between the defendant and retained trial counsel. Appointment of counsel on appeal
19 may be requested in this court by filing an appropriate motion supported by an affidavit which
20 substantially complies with Form 4 in the Appendix to the FRAP Rules. Also see § (e)(1) of this
21 plan.

22

23 (3) In all classes of cases to which the Act applies (except classes enumerated in subsection
24 (a)(2)(B) of the Act or arising under 18 U.S.C. § 4245) where an appellant was not represented by
25 counsel in the court below, the clerk shall notify the appellant of the right to be represented on appeal
26 by counsel and that an attorney will be appointed as a representative if appellant is financially unable
27 to obtain representation.

28

29 (4) Any person subject to revocation of parole, in custody as a material witness, or seeking
30 relief under 28 U.S.C. § 2241, § 2254 or § 2255, or 18 U.S.C. § 4245 may apply to this court to be
31 furnished representation. The court may approve such representation on a determination that the
32 interests of justice so require and that the person is financially unable to obtain representation.

33

34 (5) In all cases under the Act in which the party has been found by the district court to be
35 financially unable to obtain representation, the court of appeals may accept this finding and appoint
36 an attorney without further proof. Counsel appointed under the Act are under a continuing duty to
37 disclose to this court any change in defendant's circumstances which may render them ineligible for
38 continued representation under the Act.

39

40 (6) In all cases appealed by counsel appointed by the district court under the Act, if such
41 counsel has not previously been relieved by this court, the clerk shall continue trial counsel's
42 appointment for purposes of further representation on appeal.

43

1 (7) The court or any judge thereof who resides in the state in which is located the district
2 court from which the appeal is taken may enter an appropriate order appointing any new counsel
3 required by order of the court to be provided on appeal for a party financially unable to obtain
4 counsel.

5
6 (8) In cases where appointment of counsel under the Act is to be made for the first time on
7 appeal, before submitting the order of appointment to the appropriate judge of this court, the clerk
8 shall request the party to execute an affidavit specifying the party's financial inability to employ
9 counsel. Upon the party's return of the duly executed affidavit, the clerk will serve a copy upon
10 opposing counsel, with advice that within 14 days (unless this time is extended by the court or the
11 clerk for the court), counsel may furnish proof that the affidavit is false. Further action may
12 thereafter be taken or directed by the appropriate judge upon receiving the clerk's submission of the
13 available papers and evidence.

14
15 (9) If at any stage of the proceedings on appeal the court finds a party is financially unable
16 to pay counsel already retained by the party, the court may appoint counsel as provided in subsection
17 (b) of the Act and authorize payment as provided in subsection (d) of the Act, pursuant to subsection
18 (c) of the Act.

19
20 (10) In appeals under the Act involving more than one party, if the court finds the need,
21 because of conflicting interests of parties or because circumstances otherwise warrant, separate
22 counsel may be appointed for any one or more of the parties as required for their adequate
23 representation.

24
25 (11) The court may at its discretion and in the interest of justice substitute one appointed
26 counsel for another at any stage of the proceedings on appeal.

27
28 (12) The court may at its discretion and where circumstances warrant make appointments
29 of counsel retroactive so as to include representation furnished prior to appointment, and it may
30 authorize compensation therefor pursuant to subsections (c) and (d) of the Act.

31
32 **(e) Withdrawal or Release of Appointed Counsel.**

33
34 (1) As stated in § (d)(2) of this plan, counsel appointed under the Act to represent a party
35 in district court shall continue such representation until either successor counsel is appointed under
36 the Act or counsel is relieved by order of the court of appeals.

37
38 (2) If trial counsel appointed under the Act by the district court wishes to be relieved from
39 the duty of representing the party on appeal, counsel shall file with the clerk of the court of appeals
40 an original and one copy of a motion asking for such relief and stating the grounds therefor, but shall
41 nevertheless continue to represent the party on appeal until relieved by the court of appeals. The
42 district court may also relieve counsel appointed under the Act provided it substitutes counsel as
43 provided under subsection (c) of the Act. Also see § (d)(2) of this plan.

1 (3) If a party for whom counsel was appointed by the district court under the Act wishes
2 appointed counsel relieved and replacement counsel appointed, the party shall file with the clerk of
3 the court of appeals a motion requesting such relief, and the clerk shall submit this motion to the
4 court for ruling.

5
6 **(f) Duties of Appointed Counsel.**

7
8 (1) In all cases appealed under the Act or in forma pauperis where trial counsel has been
9 appointed by the district court under the Act, the appointed counsel shall file with the district court
10 the appropriate CJA Form 24 for the court reporter's furnishing the transcript of testimony at the
11 expense of the United States.

12
13 (2) Appointed counsel shall furnish the party represented, upon written request, with a copy
14 of motion papers and briefs filed for the party on the appeal, and shall send the party a copy of the
15 court's decision when issued; the clerk will send appointed counsel an extra copy of the decision for
16 this purpose.

17
18 (3) If oral argument is scheduled, appointed counsel shall appear unless otherwise directed
19 by the court.

20
21 (4) Appointed counsel shall advise the party represented in each case covered by the Act
22 that, if the party wishes to appeal to the court of appeals or file a petition for a writ of certiorari with
23 the Supreme Court, the right exists under the Act to do so without prepayment of fees and costs or
24 giving security therefor and without filing the affidavit of financial inability to pay such costs
25 required by 28 U.S.C. § 1915(a).

26
27 (5) If the decision of this court is adverse to the client, counsel shall inform the client of the
28 right to file a petition for rehearing or petition for rehearing en banc in this court, or to petition the
29 Supreme Court of the United States for a writ of certiorari. Counsel shall file a petition for
30 rehearing, a petition for rehearing en banc, or a petition for a writ of certiorari if requested to do so
31 by the client in writing, but only if in counsel's considered judgment sufficient grounds exist.
32 Sufficient grounds for requesting rehearing en banc do not exist unless the suggestion would satisfy
33 the standards of FRAP 35(a). See 11th Cir. R. 35-3. Sufficient grounds for filing a petition for a
34 writ of certiorari do not exist unless in counsel's considered judgment there are grounds that are not
35 frivolous and are consistent with the standards for filing a petition under the Rules of the Supreme
36 Court and applicable case law. If counsel concludes that there are *not* sufficient grounds to seek
37 further review of a type requested by the client, counsel shall so inform the client and shall advise
38 the client that such review will not be sought by counsel. In such circumstances, counsel is not
39 required to move to withdraw. **If the client petitions the Supreme Court of the United States for**
40 **a writ of certiorari, and the Supreme Court grants certiorari and remands the matter to this**
41 **court for further consideration, counsel shall resume representation of the client in**
42 **proceedings before this court.**

1 (6) No appointed representative under this plan shall accept any payment from or on behalf
2 of the person represented in this court without prior authorization by a United States circuit judge.
3 All such authorized payments shall be received subject to the directions contained in any such order
4 and pursuant to the provisions of subsection (f) of the Act.
5

6 **(g) Payment of Claims for Compensation and Expenses.**
7

8 (1) In all appeals covered by the Act, the court of appeals may authorize compensation for
9 services and reimbursement of necessary expenses reasonably incurred in representing a party on
10 appeal within the limitations of the Act, by any private attorney, bar association, legal aid agency,
11 federal public defender organization or community defender organization appointed by the court.
12 In fixing compensation the court will be mindful that the hourly rates of compensation allowed by
13 the Act are intended as maximum rates. Hourly rates for representation on appeal shall in no event
14 exceed the amounts fixed in the statutes. In fixing compensation the court may take into account
15 factors other than the hours expended multiplied by the hourly rate allowed under the Act. Factors
16 considered in authorizing fees include cases involving comparable issues, comparable records,
17 comparable days at trial, work by other lawyers on the same case, and other matters where
18 comparisons may be fairly drawn. Adequate compensation is the benchmark in making such awards.
19

20 (2) Except as provided in subsection (3) of this section, for representation of a party under
21 the Act, compensation shall not exceed for each attorney in each court the amount fixed by statute.
22

23 (3) Payments for representation on appeal in excess of the total limitations contained in the
24 Act may be made for extended or complex representation, provided payment is approved by the chief
25 judge of the circuit or the chief judge's designee.
26

27 (4) Travel expenses and other expenses reasonably incurred and necessary for adequate
28 representation on appeal may be claimed by an appointed attorney or other legal representative under
29 this plan. The clerk of court shall furnish each attorney or other representative at the time of
30 appointment with information as to expenses currently allowable under the Act in accordance with
31 rules, regulations and guidelines promulgated by the Judicial Conference of the United States. Per
32 diem may not be claimed in lieu of actual travel and subsistence expenses. Meal and lodging
33 expenses incurred incident to representation on appeal, necessary long distance telephone calls or
34 telegrams, and the cost of photocopying (but not printing), are reimbursable expenses within the
35 guidelines established by the court. Expenses of general office overhead, personal items, filing fees
36 and expenses for printing of briefs are not reimbursable (parties represented in cases covered by the
37 Act are not required to pay filing fees or to print their briefs on appeal). Expenses of travel by
38 private automobile may be claimed on a straight mileage basis at the authorized rate. See § (b) of
39 the guidelines, below. Parking fees and toll expenses are allowable. Transportation other than by
40 private automobile may be claimed on an actual cost basis, but first class fare is not permitted unless
41 absolutely necessary and documentation is provided that tourist or economy fares were not available.
42

1 (5) Unless otherwise ordered by the court for good cause shown, travel expenses other than
2 those incurred in connection with attending oral argument will not be reimbursed without a prior *ex*
3 *parte* application to and approval by the court.

4
5 (6) All claims for compensation and reimbursement of expenses for representation on appeal
6 shall be itemized in detail and filed with the clerk of court on officially approved forms that the
7 clerk's office will provide. A CJA voucher claiming compensation for time spent on appeal should
8 be filed no later than 60 days after either issuance of mandate *or* filing with the U.S. Supreme Court
9 of a petition for a writ of certiorari (whichever is later). Failure to file a CJA voucher within the time
10 permitted by these rules **may result in a reduction in the fees awarded** pursuant to the Act.

11
12 (7) After approval of allowable compensation and reimbursable expenses payment will be
13 made by the Administrative Office of the United States Courts.

14
15 (8) Time and expenses ~~of an appointed attorney or representative~~ required for preparation
16 of a petition for writ of certiorari, **a response to a petition for a writ of certiorari, or a reply to**
17 **a response to a petition for a writ of certiorari**, should be claimed on the voucher as an expense
18 incident to representation before the court of appeals rather than claimed in the Supreme Court. See
19 § (f) (4), above.

20
21 (9) When it is considered necessary and appropriate in a specific case, the court on motion
22 of counsel may approve interim payments under the Act. Such interim payments are designed to
23 strike a balance between the interest in relieving court-appointed counsel of financial hardship in
24 extended and complex cases, and the practical application of the statutorily imposed responsibility
25 of the chief judge of the circuit to provide a meaningful review of claims for excess compensation.
26 See § (g) (3), above. Absent exceptional circumstances such interim compensation as may be
27 approved will not ordinarily exceed the amounts specified in 18 U.S.C. § 3006A(d)(2). At the
28 conclusion of representation, counsel should submit a final voucher claiming time and expenses not
29 previously approved, including any amounts claimed on interim vouchers which were not
30 compensated.

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33 **GUIDELINES FOR COUNSEL SUPPLEMENTING THE**
34 **ELEVENTH CIRCUIT PLAN UNDER THE CRIMINAL JUSTICE ACT**

35
36 **(a) Compensation for Legal Services.**

37
38 (1) Maximum Compensation. Allowable compensation rates for counsel are set out in 18
39 U.S.C. § 3006A(d). The Judicial Council may from time to time authorize special rates of
40 compensation for certain classes of cases, or for counsel practicing in certain locations. Special rates
41 have been established for capital cases. Information regarding special rates is available from the
42 clerk.

(2) Writ of Certiorari. ~~Where~~ **Counsel claiming** time and expenses for preparation of a petition for a writ of certiorari to the Supreme Court of the United States are claimed, a copy of the petition must accompany the voucher, a response to a petition for a writ of certiorari, or a reply to a response to a petition for a writ of certiorari, must include a copy of the petition, response, or reply with the voucher. Counsel's time and expenses involved in the preparation of the petition are considered as applicable to the case before the court of appeals and should be claimed as such.

(3) Compensation for substitute attorneys. If an attorney is substituted for one previously appointed in the same case the total compensation that may be paid to both attorneys shall not exceed the statutory maximum for one defendant, unless the case involves extended or complex representation. In such a case vouchers for counsels' services shall not be approved until the conclusion of the appeal.

(4) Itemized listing of hours expended. Counsel shall submit with the CJA voucher an itemized memorandum detailing how the hours claimed were expended.

(5) Travel time. Reasonable and necessary travel time consistent with guidelines established by the Judicial Conference of the United States is compensable at the out of court hourly rate. Travel time to and from court (or the place where the service is rendered) may not be claimed if the round trip is less than one hour.

(b) Compensation for Reimbursable Expenses.

(1) Travel and transportation expenses. Travel and transportation must be accomplished by the most economical means available. Only actual expenses may be claimed.

(I) Air transportation. ~~Tourist or economy accommodations must be used except where unavailable. A copy of the ticket must be attached to the voucher. If travel by first class air transportation is claimed a detailed explanation of the reason(s) therefor must be provided with the ticket copy.~~ **The clerk's office will arrange for counsel to obtain air transportation at the government rate charged to the court's account. At the time the appeal is scheduled for oral argument, the clerk's office provides counsel with an Air Travel Authorization that may be used to obtain government rate airline tickets from the government's contract travel agency. If counsel decides not to make air travel arrangements in this manner, reimbursement for air travel may not exceed the government rate that could have been obtained by following the procedures provided by the clerk's office.**

(ii) Automobile transportation. The total mileage cost shall not exceed the fare authorized for travel by tourist or economy air transport except in an emergency or for other compelling reasons. Travel by privately owned automobile shall not exceed the current government authorized rate for official travel per mile on a straight mileage basis, plus parking fees, ferry, bridge, road, and tunnel fares.

1 (iii) Local transportation. Local travel will be accomplished by the most economical
2 means available and only actual expenses may be claimed. Transportation to and from an airport
3 should be by airport ~~limousine-shuttle~~, if available. ~~Taxi fares exceeding limousine fares shall not~~
4 ~~be paid unless it is certified that limousine service was not available.~~

5
6 (iv) Meals and lodging. Reasonable compensation for hotel or motel
7 accommodations and meals will be allowed on an actual expense basis subject to the limitations
8 governing compensation for federal employees traveling to the same destination. Counsel will be
9 notified by the clerk prior to the scheduled oral argument session of the current limitations. A copy
10 of the hotel or motel bill shall be attached to the voucher.

11
12 (2) Photocopying. Actual costs not to exceed 25 cents per page will be paid if the copying
13 bill is submitted. For in-house copying, actual costs not to exceed 15 cents per page will be paid.

14
15 (3) Express Mail and other special arrangements. For delivery of items that could have been
16 mailed via U.S. Postal Service first class mail, additional expenses will be reimbursed only if a
17 satisfactory explanation is given why first class mail service was not utilized. In non-emergency
18 cases routine documents such as briefs and motions should be prepared early enough to permit use
19 of first class mail. (See also FRAP 25(a).)

20
21 (4) Computer Assisted Legal Research.

22
23 ~~1--(I)~~ By Court Appointed Counsel. The cost of use, by appointed counsel, of
24 computer assisted legal research ~~equipment~~ services, may be allowed as a reimbursable
25 out-of-pocket expense, provided that the ~~total amount approved for computer assisted legal research~~
26 ~~does not exceed the total amount of attorney compensation that reasonably would have been~~
27 ~~approved if counsel had performed the research manually~~ amount claimed is reasonable.
28 Whenever appointed counsel incurs charges for computer assisted legal research, counsel should
29 attach to the compensation voucher the following:

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31 a - ~~a brief statement setting forth the issue or issues that were the subject~~
32 ~~matter of the research; and~~

33
34 b - ~~an estimate of the number of hours of attorney time that would have been~~
35 ~~required to do the research manually; and~~

36
37 c - ~~a copy of the bill and receipt for the use of the equipment~~ legal research
38 services or an explanation of the precise basis of the charge (e.g., indicating
39 the extent to which it was derived by proration of monthly charges, or by
40 charges identifiable to the specific research). If the amount claimed is in
41 excess of \$500 or if it includes costs for downloading or printing, counsel
42 should include a brief statement of justification.
43

1 2--(ii) By Commercial Computer Assisted Legal Research Services. The court may
2 in advance authorize counsel to obtain computer assisted legal research services, where the research
3 is performed by employees of a commercial legal research firm or organization rather than by
4 appointed counsel, provided that the total amount charged for computer assisted legal research
5 services ~~does not exceed the total amount of attorney expense reimbursement that would reasonably~~
6 ~~be approved if the appointed counsel had performed the research manually~~ is reasonable. Requests
7 by counsel for authorization to obtain such computer assisted legal research services should include
8 the following:

9
10 a - a brief explanation of the need for the research services; and

11
12 b - an estimate of the ~~number of hours of attorney-time that would be~~
13 ~~required to do the research manually~~ charges.

14
15 (5) Miscellaneous Expenses. The lowest possible cost for expenses such as postage,
16 telephone calls, brief supplies, and parking, shall be incurred.

17
18 (6) Briefs. Reimbursement will be provided only for the number of copies of briefs and
19 record excerpts required by the rules to be filed and served, plus two copies for each party signing
20 the brief. The number of copies and number of pages must be itemized on the voucher.